

NAF PERSONNEL OFFICE- VAB Sub-Region  
MWR & CBH Oceana, Dam Neck and Northwest

VACANCY ANNOUNCEMENT

01/10/02

\*AMENDED

Does not confer Civil

Service Status

POSITION: GARDENER/TRACTOR OPERATOR

ANNOUNCEMENT# VB-32-01A

Grade: NA-5003-05

Salary: \$8.00 P/HR

LOCATION: MWR Department – NAS Oceana, Golf Course  
Virginia Beach VA 23460

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(\*3 Flexible & 2 Regular Full-time Positions)

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

**DUTIES:** Performs a variety of golf course maintenance tasks as necessary such as; changing cups and moving tee markers, removing trash, mowing greens, tees, collars and aprons, fairways greens and tee banks, rough and adjacent areas; raking and edging bunkers; removing leaves and debris. Hand watering greens and other areas; cultivating such as aerating and top dressing; preparing ground for sod or seed and installing. Assisting with installing and maintaining irrigation and drainage systems; and/or construction of course features. Operates all types of power turf maintenance equipment including but not limited to: tractors with pull-behind gang mowers, bush hogs, grading blades, aerator, drag mats and other attachments. Operates a variety of equipment such as weed eaters, chains saws, chippers, hedge trimmers, blowers, tillers, etc. Uses all types of hand tools such as rakes, shovels, hoes, axes etc. Cleans equipment after use and informs manager of any problems. Cleans building interiors, including bathrooms and replenishes supplies as necessary.

**QUALIFICATIONS:** Must be able to read, write and understand both written and verbal instructions. Must have a general knowledge of maintenance of fine turf, trees and ornamentals and have ability to operate a variety of equipment pertinent to golf course maintenance. High school graduate or equivalent with at least three (3) years experience in golf course maintenance. The employee must be able to communicate effectively both verbally and in writing. Must possess a valid driver's license. Must be able to operate a manual transmission. Must have a understanding to the game of golf and the rules of golf. Must be able to lift 45 pounds unassisted. Must obtain a Department of Defense, Commonwealth of Virginia, Pesticide applicators Permit within six (6) months of employment.

**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

**VETERAN:** Attach copy of DD-214 to application.

**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.

**~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.**

**~Active Duty Military:** Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*“The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non- merit factors”.*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS LINE: 440-JOBS (5627)**